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REPORT OF  
INVENTORY ADJUSTMENTS

STATION

M/R ACCOUNT NO.

DATE 15 April 1959

REPORT NO.

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VOUCHER NO.

ITEM NO.	STOCK NO.	DESCRIPTION	CODE	UNIT	PRICE	RECORDED	INVENTORY	ADJUSTMENTS			
								QUANTITY		DOLLAR VALUE	
			A L L O C A T I O N	C O N D	OF MEAS- URE			OVER	SHORT	OVER	SHORT
1.	7/7110-H05-1173	FILING CABINET, Card size, 5 drawer high x 1 drawer wide, w/ double lock.	03	3	ea.	428.130	4	0	4	1382.64	1382.64
			03	3	ea.	428.130	0	4	0		

BASIS: 37 issued in past year. 162 each on hand. 5 on hand in Condition 3. 6 mos. lvl 25. Excess to requirements.

For Records Management Staff:  
No Agency requirements for this item

CONCUR: *Reviewed These are 4 of the 5 listed as in Condition 3?*  
*J.M.*

It is recommended that No. 1 be placed in allocation '03' and disposed of through an appropriate established outlet consistent with security requirements.

## CERTIFICATION

I CERTIFY THAT THE ABOVE INVENTORY ADJUSTMENTS ARE NECESSITATED BY DIFFERENCES BETWEEN THE BALANCES AS RECORDED ON THE STOCK RECORD CARDS AND THE BALANCES COUNTED ON THE PHYSICAL INVENTORY MADE ON \_\_\_\_\_

(Date)

SIGNATURE OF ACCOUNTABLE OFFICER

TRANSACTION CODE

DATE

APPROVAL  
STAT  
APPROVING OFFICIAL

APPROVED FOR DISPOSAL

LOCATION OF COUNT  
SLIPS